

MAJOR DUTIES

As Assistant Boatswain, serves as the direct supervisor of the deck crew during the absence of the Boatswain. Normally he works in this capacity 75 percent of the time. As the supervisor of the deck crew, incumbent is responsible for the planning, assigning to jobs, directing the maintenance, upkeep and repair of deck machinery, dredging equipment and related systems, rigging, steel work, ship's gear, etc. Also, during the Boatswain's absence, immediately oversees mooring, anchoring, boat launching and retrieving, dredging markings and lightings, locating electronic transponders at selected geographical points for electronic positioning equipment, cargo loading and unloading, and other similar shipboard operations.

1. As "Assistant Boatswain", incumbent is responsible for the administrative supervision of 6-7 Marine Machinery Mechanics who have individual work assignments scattered throughout the vessel at any given time. Makes cursory review of the work in progress of his deck crew engaged in the installation, repair, modification, adjustment and service of anchor windlass, capstans, 30" diameter pump ashore pipe line connections, numerous hydraulic actuators, pumps, and connecting lines, tanks, boat winches, dragheads, equipment related to dredging systems, swell compensators, sluice valves, jetting and washdown systems, fire and safety equipment for helicopter operations. Advises, assists, and directly supervises the more complicated/complex jobs and large scale emergency repair operations that are to be accomplished in the field by the vessel's crew, instead of in shipyards. Incumbent is also responsible for the direction of subordinates engaged in various deck operations, such as mooring, anchoring, boat launching and retrieval, setting out dredging range lights, cargo handling, etc. Operates or directs the operations of the 20 ton and auxiliary cargo booms. Performs periodic inventory of supplies on hand (i.e., paint, lubricants, rope, tools, etc.) to insure that quantities are sufficient for current and anticipated needs, prepares lists of items for requisitions, and directs stowage of items received. Incumbent is responsible for issuing and overseeing the use of supplies, tools, and equipment for the deck crew. Accompanies Chief Mate or other designated officer in the periodic inspection of quarters, storage and work areas to insure they are maintained in a clean, orderly and safe condition. When required, provides technical guidance in instructions to subordinates on work methods and procedures to be employed.

2. Within the framework of general assignments from the Chief Mate, establishes priorities and prepares day-to-day work schedules. As a supervisor, performs a variety of personnel management functions, such as providing informal recommendations on promotions, reassignments, step increases, performance awards, disciplinary actions, etc.; resolves informal complaints, explains work and performance standards, provides on-the-job training, etc. Provides equal opportunity for all employees supervised, regardless of race, color, religion, sex, handicap, age or national origin; and affords minorities and women full consideration in employment and personnel policies and practices.

Performs other duties as assigned.

SKILLS AND KNOWLEDGES

Must be able to lead and direct workers. Must be able to lay out and check completed work. Must have a knowledge of deck operations, machinery and equipment on hopper dredges. In addition to the knowledge to oversee the work of deckhands, must also be able to effectively technically supervise marine machinery mechanics. Must have a knowledge of welding techniques, equipment and materials. The incumbent is required to possess U.S. Coast Guard Motor Boat Operator and Able Bodied Seaman certificates. Must have the ability to use and lead in the procedures associated with living on a vessel, such as firefighting, first aid and use of life saving equipment.

RESPONSIBILITY

Works under the general supervision of the Assistant Master or Mate who makes work assignments and outlines overall work requirements. Incumbent is relied upon to control work operations and to assure that high quality work is accomplished safely and in a timely manner. Work is reviewed for efficient and economical accomplishment within priorities and controls received. Work is subject to spot check review to insure compliance with marine standards and instructions.

WORKING CONDITIONS

Works mostly outside exposed to various weather conditions. Possibility of falling or slipping on wet decks, ladders, etc. Possibility of drowning exists in the case of collision or more especially, when working over the side. Subject to dust, grease and soiling of clothing and skin surface.

PHYSICAL EFFORT

Moderate to heavy lifting is typically required. Must possess sufficient agility to climb ladders in all sea conditions and to work in close quarters.